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Report for Week Ending 28 January 1958  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 34 actions requiring the printing of 1,264,000 copies or sets of blank forms.
- (2) Nine new and five revised forms were approved.
- (3) Twelve forms were obsoleted.

b. Intangible

- (1) Two new forms are being designed for use in the test to determine the capabilities of Minicard as a potential replacement to OCR's Intellofax system. [ ]

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2. Assignments -- Active

- (1) Fourteen new and 25 revised forms.
- (2) Eight Employee Suggestions.
- (3) Mechanization of Initial Customer Reaction to CS Information Reports

Designed a form for punched card application. Design was approved by [ ] and forwarded to the Printing Plant for final type composition. Thirty copies will be submitted to the Committee on Documentation, U. S. Intelligence Board for their approval. It is anticipated that with the adoption of this form the "feedback" of consumers reaction to the CS Information Reports will be greatly enhanced. [ ]

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- (4) Common Information Report

Acting Chief, Intelligence, Department of Army has requested copies of the CIA specifications and samples of our Information Report. The Army should have the Common Information Report in use in 3 to 4 months. [ ]

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- (5) Travel Order Form Revision

Met with representatives of the Central Processing Branch/OP to discuss changes in the form. I am happy to report that CPB (one of the ORI's) concurs completely in the form in its present stage of revision. [ ]

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(6) Printing Services Survey.

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(7) Improvement in Management of Stocked Forms.

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3. News

- a. Discussed Forms Workshops with representatives of Region #3, GSA, Department of ~~Agriculture~~ <sup>Agriculture</sup> and National Archives. Am attending "B" Workshop Workshop at Region #3, GSA and plan to attend "A" Workshop at Department of Agriculture on 28, 29 January.

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Weekly Report for Week Ending 28 January 1959  
from  
Records Disposition Branch

1. Contributions

The installation of filing equipment and open file shelving in  
OCR/IR is complete. [ ]

2. Assignments

- a. Filing Equipment [ ]  
Personnel/Records Services Division  
Security/Building 13  
OO/Contact Division [ ]  
EE Division/DD/P  
OO/FDD  
Personnel/Records Services Division  
No change from previous report.

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Executive Secretary FE/DD/P  
Temporarily discontinued at the request of [ ]  
ARO, P&P Staff/RI/DD/P.

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b. Records Systems

Installation of Subject-Numeric Files in OP [ ]

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No change from previous report.

Special Planning Assistant/DD/S [ ]

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Work is continuing on the installation of a filing system.

c. Records Schedules

Medical Staff [ ]

All portions of the schedule, except from the Office of the  
Chief, have been approved by Medical Staff and returned to me.  
While awaiting for the last portion of the schedule assistance  
is being given to all branches in the retirement and destruction  
of inactive records. Thus far, 20 feet of records have been  
retired to the Center and as soon as the schedule has been  
formally approved additional material will be withdrawn from the  
files for disposition.

OCR [ ]

Revised Schedule (24-59) has been reviewed and approved in  
Records Management Staff and returned to ARO. Area Records  
Officer has distributed copies to OCR Staff and Division Chiefs

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Records Committee members for application. Index of item changes from old to new Schedule has been prepared for ARO, this Staff, and Records Center.

d. Special Project

Review of Clerical Training in Filing [ ]

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Continued working with former and new Chiefs, of Induction Training on improving lesson plans and visual aids used in course on "Filing" given clerical employees in IAS/Pool. Arranged for IAS/Pool to prepare new masters of material to be used in improved teaching kits.

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3. Vital Materials [ ]

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A meeting was held with State Department representatives, Mr. [ ] to discuss their Vital Materials Program. The discussion centered around the operation of the Vital Materials program both at headquarters and at relocation. Details concerning this meeting are contained in a memorandum for the record.

A meeting was held with [ ] Chairman of the DD/I Vital Materials Committee, to brief him on the Vital Materials holdings of the State Department. DD/I offices are extremely interested in the type of records holdings State and Defense Departments are placing at their relocation sites.

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Microfilming of Vital Materials in OCR/GR continues. This project is approximately 15% complete. Microfilming in OO/FDD commenced this week and is 10% complete.

A review of the Vital Materials of OSI on deposit in the repository has been made by the Area Records Officer. The review was confined to the records for two staffs and the Office of the AD and resulted in the destruction of 72 items and return to headquarters of 5 items.

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[ ] of OSI/NED accompanied last week's trip to the vault to review the NIE and SNIE coverage containing restricted data. Previous to Operation Alert 1958 the RD portions of these publications were not deposited. Since July 1958 OSI/NED has been building up this collection. Due to the restricted classification these portions are not included in the NIE and SNIE deposits of OCR.

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[ ] also accompanied last week's trip to discuss the storage of RD materials in the Records Center. [ ] briefed him on Record Center operations.

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4. News

- a. Prepared a consolidation of the individual equipment reports received from operating offices. Results show a total of

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7,157 pieces of safe type equipment to be in Headquarters.

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- b. At the request of [ ] DD/P, ARO, contacted the ARO's of Logistics and Comptroller and resolved differences regarding the [ ] Records Control Schedule. A similar procedure will be followed when the [ ] Schedule is taken up.

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- c. ONE reported the destruction of 171.2 linear feet of records for 1958.

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- d. On January 21, [ ] attended the ASPA luncheon and heard John Macy talk on "Creativity in the Public Service."

- e. All members of the Staff attended the Management Staff Lecture on "New Developments in Records Management" held January 23rd in the Central Building.



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from  
JAMES HASTINGS and VINCENT BOSAK

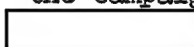
1. Contributions

None

2. Assignments - Active

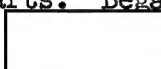
- a. File Cleanup Campaign - Completed revision of proposed DCI and Chief, Management Staff memorandums which will launch the campaign. Revision of campaign booklet is almost completed.

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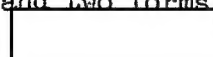
- b. Records Center Service Calls - Completed fact gathering and comparative data charts. Began analysis of individual component requests.

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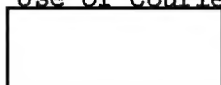
- c. ARO Memorandum - Prepared memorandum to all ARO's transmitting a copy of the RMS filing equipment price list, and two forms which might have headquarters-wide application.

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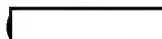
- d. Use of Courier Receipts and Chain Envelopes - Forwarded to draft of memorandum to all registry personnel.

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- e. Overnight Storage Box - No change

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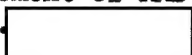
- f. DD/P Records Management Training Program - Completed outline for orientation and workshop seminars.

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- g. Retirement of RMS Files - Screening of 57-58 files to begin today.

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